



**TOWN OF NORMAL**  
invites applications for the position of:

## **Fire Inspector**

**SALARY:** \$55,570.00 - \$65,374.00 Annually

**OPENING DATE:** 04/14/22

**CLOSING DATE:** 04/29/22 05:00 PM

### **JOB DESCRIPTION:**

**The starting salary is between \$55,570 and \$65,374 depending on qualifications; full salary range is \$55,570 to \$88,371.**

This is responsible technical fire prevention work involving participation in a comprehensive fire prevention program and other inspection programs. Work includes the inspection and re-inspection of a variety of existing structures, inspection of new construction, and inspection of buildings and other structures for structural safety, heating, ventilating, air conditioning, electrical and other code requirements. Work is performed under the general supervision of the Fire Chief or Assistant Fire Chief.

### **DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Makes inspections of all types of buildings, occupancies, and hazardous locations. Conduct fire safety inspections of single-family dwellings and other residential occupancies as needed.
- Works with retail establishments, building owners, and managers to secure compliance with State and Municipal fire prevention Codes Fire and Life/Safety Codes.
- Assists with presentations and demonstrations on fire prevention subjects to schools and other groups of all types.
- Conducts reinspection of non-compliance violations.
- Investigates and corrects complaints as assigned.
- Reviews plans for new buildings and major remodeling projects.
- Works with contractors, project managers, on-site foremen or others to secure code compliance during field inspection of existing construction and construction projects in progress.
- Fills in on occasion for other inspectors during their absence or in periods of work overloads; assist the Building Commissioner; issue permits; make final inspections which assure uniformity and effectiveness of inspection programs as needed.
- Gathers information for fire pre-planning.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Considerable knowledge of construction methods, sources and types of fire hazards and fire protection devices and equipment.

- Considerable knowledge of fire prevention methods and municipal and state ordinances and regulations related to fire prevention.
- Skill in establishing and maintaining positive and effective working relations with Town officials and staff, property owners, occupants, contractors and the public.
- Skill in oral communication, including one-on-one and small group settings.
- Skill in making presentations on fire prevention programs to various target groups.
- Skill in written communication.
- Ability to recognize hazardous conditions.
- Ability to learn and to enforce codes and regulations firmly, tactfully and impartially with sound judgment.
- Must be strongly self motivated and disciplined to work with minimal supervision.
- Skill in the use of computers, including personal computers, and Microsoft Office Suite.
- Must have and retain a valid Illinois driver's license.

## **DESIRABLE TRAINING AND EXPERIENCE:**

Graduation from a community college or university with an Associates or Bachelor's degree in Fire Science, Industrial Technology, Construction Science or related major supplemented by some relevant work experience; or other training and experience that provides the required knowledge, skills and abilities.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.normal.org>

11 Uptown Circle  
Normal, IL 61761  
309-454-9518

[jkeigher@normal.org](mailto:jkeigher@normal.org)

Position #275  
FIRE INSPECTOR  
JK

**The Town of Normal is an equal opportunity employer.**

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